

410-07 JURY DUTY—PROCEDURE

1. PURPOSE

To provide paid leave that allows employees to fulfill their civic duty for jury service or to appear as a witness.

2. PROCEDURE

1. Eligibility

Eligible employees are benefit eligible and probationary full-time employees working 30 or more hours per week, Part-time or temporary employees are not eligible.

2. Scope of Benefit

Paid leave will be granted for jury duty, for appearance before a city, county or federal commissioner or other court officer for jury qualifications, or for duty as a witness (other than as plaintiff or defendant).

3. Request for Leave

A copy of the jury duty notification letter or subpoena must be submitted to the employee's supervisor upon receipt of the notice by the employee.

When called to report for jury duty or to appear as a witness, the employee must notify his/her supervisor of the date and time of the required appearance.

4. Conditions of Usage

Employees summoned as specified above are required to return to their work locations while temporarily excused from attendance at court unless it is not practical because of the short time between court sessions which the employees are required to attend or because of the short period remaining between the time the employee is excused from court and the end of the scheduled workday.

Pay received for jury duty will be turned over to the College in exchange for regular pay. Travel reimbursement and meal expenses need not be returned to the College. An employee may keep jury duty pay, if the employee is on an approved leave status.

3. BACKGROUND

1. References: none
2. Revision history: 04/01/2001, 09/03/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources